



Town Council Agenda Report

SUBJECT: Resolution

CONTACT PERSON/NUMBER: Herb Hyman-(954) 797-1016

TITLE OF AGENDA ITEM:

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR TRANSCRIPTION SERVICES FOR BOARD MEETINGS.

REPORT IN BRIEF:

The Town requested competitive bids on transcription services to prepare minutes of various board meetings. Although the Town received only one (1) bid, the pricing is very similar to what the Town was paying with its previous contractor. The contract pricing provides the Town with several options all of which are identified in Attachment "A". The initial contract is a one (1) year agreement with an option to renew for two (2) additional one year terms by mutual agreement of the parties. Extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by the Town Council.

PREVIOUS ACTIONS:

Not applicable.

CONCURRENCES:

All bids have been reviewed by the Procurement Manager, the Assistant Town Clerk and the Director of Parks and Recreation who concur with the decision to award to Cyberwrite, Inc.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost \$20,000.00/yr.

Account Name: operating budget of using dept.

Additional Comments: Not applicable

RECOMMENDATION(S):

Motion to approve the resolution.

Attachment(s):

Resolution

Procurement Authorization

Pricing schedule

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ACCEPTING THE BID FOR
TRANSCRIPTION SERVICES FOR BOARD MEETINGS.

WHEREAS, the Town is in need of transcription services to prepare minutes of various board meetings; and

WHEREAS, the Town solicited sealed bids for such services; and

WHEREAS, after review, the Town Council wishes to accept the bid from Cyberwrite, Inc.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council hereby accepts the bid from Cyberwrite, Inc. for transcription services to prepare minutes of various board meetings in accordance with the price schedule attached hereto and identified as Attachment "A".

SECTION 2. The initial contract term is one (1) year with an option to extend the contract for two (2) additional one year periods by mutual agreement of the parties. Contract extensions, if appropriate, will be handled administratively by staff subject to budgetary approval by Town Council.

SECTION 3. The Town Council hereby authorizes the expenditure from the operating budget of each using department.

SECTION 4. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2000

Attest:

MAYOR/COUNCILMEMBER

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2000

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER	BUDGET ITEM & DESCRIPTION	APPROXIMATE COST
001-0324-513-6400	Transcription Service (Town Clerk)	\$15,000
001-0405-515-0320	(Community Redevelopment Agency)	\$3,000
001-0807-572-0324	(Parks and Recreation)	\$2,200

METHOD OF PROCUREMENT (check the one that applies)

☒ Open Competitive Bidding
☐ Piggyback on Contract Number _____
☐ Sole Source
☐ Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed _____
Department Head

Have Funds been Reserved _____

Date _____ Signed _____

Signed _____
Town Administrator

BIDS SUBMITTED

VENDOR	COST
CYBERMATE, Inc.	PER ATTACHED PRICE SHEET

Signed _____
Procurement Manager

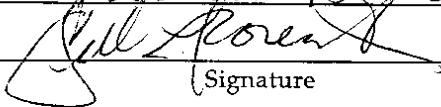
TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor	Cost
CYBERMATE, Inc.	PER ATTACHED PRICE SHEET

Signed _____
Town Administrator

Attachment "A"
PRICING FOR BID #B-00-94

Attending and recording meeting	\$ <u>40.</u> /meeting hour
Attending and recording meeting and transcribing summary minutes	\$ <u>120.</u> /meeting hour
Transcribing summary minutes only	\$ <u>75.</u> /meeting hour
Attending and recording meeting and transcribing summary minutes	\$ <u>120.</u> /meeting hour
Verbatim transcription only	\$ <u>7.</u> /page *
Appearance fee (cancellation of service without proper notification - see section 1(J))	\$ <u>25.</u>

BIDDER Cyberwrite, Inc.
ADDRESS 4200 SW 95 Ave. DAVIE, FL 33328
BY 
Signature
JILL FIORENTINO
Please Type or Print Signature Name Here
TITLE PRESIDENT/owner
DATE 6/20/00
PHONE 954-236-3815

* OR \$40 per hour of transcription time (one hour of actual tape takes approximately 4.5 hours to transcribe).